

Category A Service & Construction Subcontract Prequalification Checklist

“How to” successfully complete your package

Subcontract Safety

Intended Audience: Subcontractors

Understanding your Prequalification Package

What is a Prequalification Package?

Package intended to capture all contractually required prequalification safety submittals in a single document submission.

What software is my package intended to be completed in?

Packages have been designed to include fillable PDF forms while also having the capability to directly upload required attachments within Adobe.

What does a “Category A” mean?

Category A

Subcontract work that requires subcontractor personnel and site personnel to jointly perform manual work on the same job/project.

- *Subcontractor is required to follow all SRS Procedures*

How is my package organized?

1. Forms for Completion
2. Guidance Documents
3. Attachments

Frequently Used Terms

SRS Buyer/Procurement Representative

- SRNS Individual responsible for the overall subcontract administration.

Subcontract Technical Representative (STR)

- SRNS Individual providing administration and oversight of the Performing Entity's subcontract.

Assigned Competent Person (ACP)

- Subcontractor designated employee cognizant of the specific subcontract scope and applicable requirements.

This individual may be a SRS Performing Entity Employee or subcontractor.

Licensed Medical Provider

- Local provider is predetermined in the event an employee needs to be transferred offsite.

The provider must be within close proximity of the Site.

Safety/Industrial Hygiene Staffing

- Subcontractor provided Safety and/or Industrial Hygiene representation (as specified in the subcontract).

Forms for Completion

Helpful Tips

- Specific instructions for completion are included on each form
- Forms are prepared to be completed by your company using Adobe
- Form A & Form B must be completed for every package
- Form C is only applicable to contracts requiring Safety and/or Industrial Hygiene personnel (to understand if this applies to your contract, reference OSR 1-126)

EMR & TRC Worksheet (Form A)

- Summary of previous three (3) full calendar years Experience Modification Rate (EMR) and OSHA Total Recordable Case Rate (TRC).
- Complete by populating company specific data directly in the form. Three year averages will be automatically calculated when completed in Adobe.

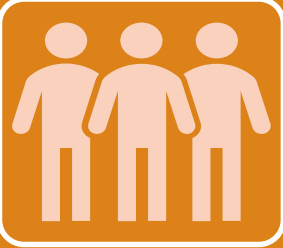
Corporate Safety & Health Policy Statement (Form B)

- Company acknowledges a Safety & Health Policy and confirms they will comply with SRS procedures.
- Complete by checking the boxes that apply to your company. Additional documentation may be required for review and has a specific upload location indicated on Form B.

Qualifications (Form C)

- Summary of individuals proposed by company to fulfill Safety and/or Industrial Hygiene contractual requirements.
 - *Examples of these designations include Safety Professional, Safety Representative, Industrial Hygiene Professional and Industrial Hygiene Technician*
- Complete by selecting the appropriate personnel from the dropdown that apply to your subcontract (reference OSR 1-126). Fill out the corresponding name & job title boxes for each proposed individual.

Guidance Documents



1. Onsite Safety and Health Staffing Requirements

Outlines the minimum qualifications a proposed individual must hold when fulfilling a Safety and/or Industrial Hygiene staffing requirement



2. Local Medical Providers

List of hospital and urgent care providers located within close proximity of SRS



3. Instructions for Attachments

"How to" guide to uploading documents directly to your package in support of a single document submission

Helpful Tips



- “Onsite Safety and Health Staffing Requirements” guidance document only applies to subcontracts requiring Safety and/or Industrial Hygiene personnel (to understand if this applies to your subcontract, reference OSR 1-126)
- The same individual can be proposed for Safety AND Industrial Hygiene roles if they meet the minimum qualifications of both respective designations
- If your company wishes to designate a medical provider outside of the guidance document, simply list the name on page 1 of your package
- If you have questions about uploading documents, please contact your assigned Buyer

Attachments

Helpful Tips

- Use the “Instructions for Attachments” guidance document to aid in successfully uploading documents to the package
- If your company does not have access to the software needed to attach forms electronically, please contact your assigned Buyer to discuss alternate methods of submitting attachments
- Please contact your assigned Buyer if you have further questions regarding uploading attachments to your package

Resume(s)

- **Upload a resume for each proposed Safety and/or Industrial Hygiene personnel to demonstrate they meet the minimum qualifications**
- *If Applicable: reference OSR 1-126*

Insurance Confirmation of EMR Rate

- **Letter from Workman’s Compensation Insurance Carrier to certify previous three (3) years EMR data**
- *Required attachment for all subcontracts*

OSHA 300 Logs/Summaries

- **Submit logs/summaries to certify previous three (3) years TRC data**
- *If Applicable: certain exemptions apply for companies with ten or fewer employees*

Focused Observation (FO) Checklists

- **Applicable checklists should be completed, signed and dated**
- *If Applicable: contact your Buyer to understand if this applies to your subcontract*

Questions & Conclusion

I can't figure out what documents I do and don't have to complete. What should I do?

Review contractual documents such as OSR 1-126, OSR 1-183, Scope of Work etc. If questions still remain, please contact your assigned Buyer.

This document doesn't look easier than the way I was submitting before. Do I have to submit this way?

The Prequalification Package is the newly accepted method for safety submittals. It has been designed to be an all encompassing document tailored to better fit your subcontract. If you have questions about your package, we at SRNS are ready and willing to help!

I think I've completed my package. Now what do I do?

Verify that you have completed the package in full and all attachments have been included. Once you have successfully completed the package, send to your assigned Buyer. Please note that partially completed packages will not be reviewed and you will be asked to resubmit once you have fully completed.

I don't have access to the software needed to complete this package electronically. What should I do?

Contact your assigned Buyer. The preferred method is to complete the package electronically, however, alternate methods to submit are available when needed.

**For further questions or clarifications, please contact your assigned Buyer.
We look forward to reviewing your Prequalification Package!**